



5801 Graye Lane
Caldwell, ID 83607
www.canyoncountyshelter.org
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Fed. ID: 20-8179233

West Valley Humane Society

Board Minutes

Wednesday October 1st, 2025

Called to order at 7:08pm.

In Attendance: Nicole, Nancy, Kevin, Emily, Maddie, Dee, Aaron, Eric Skoglund, Shawn Sopoaga.

Not in Attendance: Tyler, Nick

***September Minutes**-Approved by all Board members.

***Shelter updates:**

Dee- Currently the Clinic is staffed appropriately. Dr Sauer has shortened her hours due to personal reasons. Vet Tech week is Oct 12th to the 18th and Dee would like to get some items for the Clinic staff in appreciation of their work. Kevin will work on some gift items. Shelter Luv has help made the Vet Checks easier. There were 20 Euthanasia's in September, 6 dogs. Three behavior, Three Untreatable. 14 cats all untreatable medical. Vaccine Clinics had 104 public vaccines.

Surgery Numbers for September totaled 231 spays and neuters (108 cats and 119 dogs), 2 "other" surgeries (1 cat and 1 dog).

Maddie-Updated length of stay: 14 days for dogs and 8 days for cats. Animal Intakes/Outcomes: Dogs Intakes are 201 and 186 Outcomes. Cats were 120 Intake and 156 Outcomes. 25 Rescue Partner Outcomes. Currently there are 106 animals in foster with 31 dog and 75 cats. Another 19 animals at this time are needing foster.

Population numbers: Average Number of dogs 122, and cats 105. Current Capacity of animals in the shelter at this time at 141% for dogs, and 103% for cats.

Currently recruiting 3 ACA's. Currently Maddie is creating new cleaning and adoption counseling training, redoing SOP's for cleaning and adoption counseling.

Challenges are the high animal population. Needs are Cat and Kitten food: dry and canned. Dog and Puppy: Canned and Dry food.

Working on facility needs.



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Emily- updated total Adoptions for the month: 242 animals, 127 dogs and 115 cats. Shelter Total revenue for September: Adoptions \$30,283.38; Return to Owners \$4120.00; Licensing \$1317; and in shelter donations \$7,502.01.

Emily has 58 new volunteer applicants. Volunteer hours have added up to 274 hours.

Staffing in the front office has 4 full time but would like 2 part time employees.

Event: PetSmart Adopt Joy 10-25 and 10-26. Last adopt Joy event went well with \$2175 in adoption fees and a \$900 bonus from PetSmart charities.

Pup-kin Trunk or Treat at WVHS on 10-31. The event will be free and will also have a food drive.

Looking for food vendors and business vendors.

***Municipal Updates:**

Nicole met with Mayor Wagoner concerning a monthly contract for the next four months to fulfill obligations through the RFP process. Nicole will share the letter from Caldwell with the board members. Next step is for Todd Criner, whom will be joining the Shelter board as legal counsel, to work on the contract for Caldwell.

Maddie to plan on training Animal Control Officers on Intake process to relieve the workload on the shortened staff.

Nicole, Kevin and Nancy attended the Pre RFP-conference today with the county. Deadline for the RFP is October 20th. November 4th will be the tentative Deadline for Applicants selected. And November 12th is when an RFP can be objected.

We have received over 23 applicants for Board members at this time and Nicole will start to schedule interviews.

Meeting adjourned at 7:47pm.